

JOB DESCRIPTION
ASSISTANT COURT COORDINATOR
81ST AND 218TH DISTRICT COURTS

POSITION OVERVIEW:

Primary responsibility is supporting the day to day civil and criminal operations of the District Court covering five rural counties.

DUTIES:

Duties include, but are not limited to the following:

- 1.) Answer phone calls on criminal, civil & general office matters.
- 2.) Check & open mail daily, responding to items if able and distributing mail to those in office as needed.
- 3.) Manage outgoing mail for the office.
- 4.) Scan and archive notated dockets weekly.
- 5.) Manage CPS and AG invoices routed to District Judges for signature as well as attorney fee vouchers submitted electronically.
- 6.) Create and maintain cases in LGS case management system in a timely manner; pull data from Odyssey, LGS, Net Data & indictment lists as needed to reconcile systems.
- 7.) Enter all vacation letters received from attorneys into LGS case management system.
- 8.) Manage the flow of all affidavit of indigency requests.
- 9.) Assist Coordinators & Administrator with duties as needed.
- 10.) Attend court as needed.
- 11.) All other duties as assigned.

SALARY:

Salary up to \$30,000 annually

APPLICATIONS:

Submit county application for employment found at www.atascosacounty.texas.gov and resume to coordinator@81-218.txcourts.gov